

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, JUNE 17, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES** – Regular Minutes of June 10, 2009
2. **REQUEST FOR PROVISIONAL APPOINTMENT** – Sue Vachon, Geographic Information Systems Analyst
 - a. Communication from Lisa Marin, Director of Human Resources, Harbor
 - b. Staff report prepared by Rob Pfingsthorn, Personnel Analyst
3. **REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS** – Section 115
Staff report prepared by Mario R. Beas, Executive Director
4. **REQUEST TO ESTABLISH ELIGIBLE LIST**– Battalion Chief
Staff report prepared by Caprice McDonald, Personnel Analyst
5. **PROTEST OF WRITTEN EXAMINATION** – Construction Inspector
Staff report prepared by Lourdes Ferrer, Personnel Analyst
6. **BULLETINS**
Equipment Operator
Senior Program Manager - Water
7. **EXAMINATION RESULTS**
Civil Engineering Assistant
Geographic Information Systems Technician
8. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Electrician
General Librarian
Mechanical Equipment Stock Clerk
Senior Accountant (**3 months**)
9. **RETIREMENT** – Jerry Benton/Capital Projects Coordinator II/Harbor (20 yrs., 2 mos.)
10. **RESIGNATIONS**
John Belden/General Maintenance Supervisor II/Parks (26 yrs., 7 days)
Evan West/Ambulance Operator/Fire (1 yr., 4 mos.)
Samira Husain/Special Services Officer II/Airport (4 yrs., 3 mos.)

11. **TRANSFERS**

Jimmy Chen/Senior Civil Engineer/Water to Senior Civil Engineer/Harbor
Travis Frost/Accounting Clerk II/Financial Management to Accounting Clerk III/Public Works

12. **DOWNGRADE** – Rafael Benitez-Estrada/Parking Control Checker II/Public Works to Parking Control Checker I/Public Works (Voluntary)

13. **CONSIDERATION OF HEARING OFFICER'S REPORT** – Suspension 18-S-78 (Mailed to CSC on 5/22/09)
Report prepared by Robert Kilpatrick, Attorney at Law

14. **CONSIDERATION OF ADMINISTRATIVE LAW JUDGE'S REPORT** – Disability Retirement Appeal 13-DR-34, (Mailed to CSC 6/5/09)
Report prepared by Chris Ruiz, Administrative Law Judge

15. **CANCELLATION OF CIVIL SERVICE COMMISSION MEETING OF JULY 1, 2008 DUE TO LACK OF QUORUM**

16. **MANAGERS' REPORT**

17. **NEW BUSINESS**

18. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

9:00 A.M. - SUSPENSION HEARING 29-S-78

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
JUNE 10, 2009

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, June 10, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Mary Islas presided.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of June 3, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of May 27, 2009, be approved as prepared. The motion carried by a unanimous roll call vote

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that dismissal hearing 27-D-79 minutes of May 13 & 20, 2009, be approved as prepared. Commissioner Jeanne Karatsu abstained, as she was not present. The motion carried by a unanimous roll call vote

**REQUEST TO EXTEND
PROVISIONAL APPOINTMENTS:**

**ANTONIO CARRILLO AND JEFF HOGAN/ GARAGE
SERVICE ATTENDANTS**

The Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst, requesting Commission approval to extend the provisional appointments for Antonio Carrillo and Jeff Hogan, Garage Service Attendants for 150 days, until an eligible list is established. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the request to extend the provisional appointments for Antonio Carrillo and Jeff Hogan be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST TO RECLASSIFY
POLICE RECRUIT:**

ERIC CORNELL

The Secretary presented a communication from Anthony Batts, Chief of Police, requesting Commission approval to reclassify Eric Cornell, Police Recruit to Special Services Officer to meet the legal obligations concerning Mr. Cornell's Veteran's Employment Rights. In addition, the Secretary presented a staff report prepared by Melinda George, Deputy Director. Ms. George briefed the Commission regarding this request, stating that prior to Mr. Cornell completing the Police Recruit Training Academy, he was called to military duty. After completion of his military assignment, Mr. Cornell has a right to return to his former position as a Police Recruit with the City. Ms. George stated that Mr. Cornell had not completed the Police Recruit Academy at the time he was called to military duty, and there is no current training academy for Mr. Cornell to return. However, she stated that in order to place Mr. Cornell in a police related job, the Police Department has requested that he be reclassified to a Special Services Officer until another Police Recruit Training Academy begins. She also stated that Mr. Cornell would have to serve a probationary period in the classification of Special Services Officer, and that he would be required to request Commission approval to return to his former classification as a probationary Police Recruit when there is a new training academy. Mike Mais, Assistant City Attorney, was present to answer questions regarding this matter. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the request to reclassify Eric Cornell from a Police Recruit to a Special

Services Officer be approved in accordance with Section 52 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

REQUEST TO FILE LATE APPLICATIONS:

CONSTRUCTION INSPECTOR

The Secretary presented communications from Roderick Gray, Andres Gutierrez, Oliver Magajes, Dave Orkin and Anthony Smith, requesting Commission approval to file a late application for the Construction Inspector examination. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer. Ms. Ferrer briefed the Commission regarding these requests, stating that a department representative advised her that the job opportunity was posted in the department. Nathan Lynch, Construction Supervisor, Long Beach Gas and Oil, addressed the Commission, requesting that the Commission consider their request to file late applications because the employees protesting were not aware of the job posting nor were the supervisors. He stated that measures have been taken to ensure that all employees are notified of future employment opportunities. Rob Williams, Construction Supervisor, representing the Long Beach Association of Engineering Employees (LBAEE) addressed the Commission, also requesting that the Commission consider allowing these employees to participate in the Construction Inspector examination due to the failure of posting the job bulletin. Dave Orkin and Roderick Gray addressed the Commission. Ken Walker, Manager, Personnel Operations addressed the Commission in support of the request to file late applications and stated that in the next Administrative Officers' meeting, he will remind departments to initiate a plan to ensure that their employees are notified of City job openings. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Infelise that the representative from Gas and Oil be required to submit to the Commission a plan of corrective action to ensure departments are posting job opportunities and hold the item for one week. In a substitute motion, it was moved by Commissioner Haubert, seconded by Commissioner Infelise and carried that the department did not comply with Section 10 of the Civil Service Rules and Regulations in the posting of the job opportunity and to approve the requests to file late applications, and direct the Executive Director to contact departments citywide to request that they provide information on what corrective actions will be taken to

ensure employees are properly notified of job opportunities with the City of Long Beach. The motion carried by the following roll call vote.

AYE: Douglas Haubert
F. Phil Infelise
Jeanne Karatsu
Mary Islas

NO: Ahmed Saafir

**PROPOSED CIVIL SERVICE
DEPARTMENT BUDGET 2009/10:**

The Secretary presented a staff report and proposed Civil Service Department 2009/10 Fiscal Year budget, prepared by him. Diane Dzodin, Administrative Officer, briefed the Commission regarding the proposed budget. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried to approve the proposed Civil Service Department Budget for Fiscal Year 2009/10 and forward it to the Mayor. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Civil Engineer – 8 Applied, 6 Qualified
Civil Engineering Assistant – 7 Applied, 7 Qualified
Environmental Specialist Associate – 27 Applied, 5 Qualified
Public Health Nutritionist – 5 Applied, 5 Qualified
Special Services Officer (Amended) – 19 Applied,
19 Qualified
Water Treatment Operator – 26 Applied, 3 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Building Maintenance Engineer
Business Systems Specialist
Buyer
Payroll/Personnel Assistant
Public Safety Dispatcher
Special Services Officer (6/18/08 & 12/17/08)

RETIREMENTS:

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Marietta Garcia/Clerk Typist III/Police

Hector Hernandez/Housing Specialist II/Community Development

Donald Oldenburg/Special Services Officer III/Police

Nancy Cotton/Animal Control Officer II/Health

RESIGNATIONS:

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Heather Martin/Administrative Analyst III/Parks

Angel Pulido/Special Services Officer II/Public Works

SCHEDULE FOR HEARINGS:

It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the following hearing schedule be approved. The motion carried by a unanimous roll call vote.

Suspension Appeal 02-S-89, 07/31/09

Suspension Appeal 04-S-89, 08/14/09

Suspension Appeal 08-S-89, 08/21/09

RESCHEDULE FOR HEARING:

SUSPENSION APPEAL 31-S-78

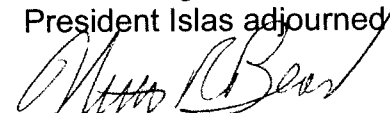
It was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the subject hearing be rescheduled to July 17, 2009. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

The Secretary informed the Commission that he made a presentation to the City Council on Tuesday, June 9, 2009, on the proposed cuts to Civil Service Department Fiscal Year 2009/10 budget.

ADJOURNMENT:

There being no further business before the Commission, President Islas adjourned the meeting.



MARIO R. BEAS

Secretary

MRB:meh

6/10/09

Page #5



The Port of
LONG BEACH

Agenda Item No. 2
Memorandum

Date: June 1, 2009

To: Civil Service Commission

From: Lisa Marin, Director of Human Resources *LM*

Subject: **PROVISIONAL APPOINTMENT OF SUE VACHON TO THE POSITION OF GEOGRAPHIC INFORMATION SYSTEM ANALYST I**

In accordance with the provisions of the Civil Service Rules and Regulations, Article V, Section 43, the Harbor Department is requesting the Commission's approval to appoint provisionally Ms. Vachon to the position of Geographic Information System (GIS) Analyst I.

The Harbor Department has a budgeted vacancy (GIS Analyst I - Requisition Number 09-48) in the Engineering Design Division that needs to be filled as soon as possible. Filling the position, pending the certification of the eligible list with a provisional appointment is critical to the Harbor department's operations. Currently, the Design Division has three GIS Analyst positions. However, with an increase in projects and work assignments, the Division has identified the need for additional support. Ms. Vachon would be assigned to the additional duties and responsibilities of the GIS Analyst I position.

Ms. Vachon is aware of, and in agreement with the terms of the provisional assignment. She possesses the required minimum qualifications for the position. She understands that the provisional appointment is temporary and provides no guarantee of a permanent appointment.

If you or your staff requires any further information or have any questions regarding this request, please contact me at 590-4129.

1 **DATE:** June 17, 2009
2 **TO:** Civil Service Commission
3 **FROM:** ^{RFP} Robert Pfingsthorn, Personnel Analyst
4 **SUBJECT: REQUEST FOR PROVISIONAL APPOINTMENT – SUZANNE**
5 **VACHON, GEOGRAPHIC INFORMATION SYSTEMS ANALYST**

6 Correspondence has been received from Lisa Marin, Director of Human Resources,
7 Harbor Department, requesting Civil Service Commission approval to provisionally
8 appoint Suzanne Vachon to the position of Geographic Information Systems Analyst.
9 Staff has reviewed the request and recommends that the Commission authorize the
10 provisional appointment in accordance with Section 1.02 of the Civil Service
11 Commission Policies and Article 5, Section 43 of the Civil Service Rules and
12 Regulations.

13 Facts for Consideration

- 14 • The most recent eligible list for Geographic Information Systems Analyst expired
15 on August 8, 2007. There is no priority list for this classification.
- 16 • Requisition #09-48 to fill one vacancy on a provisional basis in the Engineering
17 Design Division of the Harbor Department has been received and is on file in the
18 Civil Service Department.
- 19 • Ms. Vachon meets the minimum requirements for Geographic Information
20 Systems Analyst. A representative from the Harbor Department will be present
21 to respond to any questions regarding outreach efforts for the provisional
22 assignment.
- 23 • As indicated in the memorandum accompanying the request, the provisional
24 appointment is essential to supporting the Engineering Design Division's
25 increase in projects and work assignments.

- Ms. Vachon will be required to successfully complete the examination process and be reachable on the eligible list before she is considered for a permanent position as a Geographic Information Systems Analyst. She has been advised of the terms and conditions of the provisional appointment and has agreed to abide by them.

A representative from the Harbor Department will be present to respond to any questions from the Commission.

RFP

PROVISIONAL APPOINTMENT (VACHON, 6-17-09).DOC

1 **DATE:** June 17, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Mario R. Beas Executive Director – Civil Service

4 **SUBJECT: EXCEPTIONS TO THE RULES MAY BE AUTHORIZED – ARTICLE III,**
 5 **SECTION 115 (3); REQUESTING EXCEPTION TO ARTICLE II,**
 6 **SECTION 7 OF THE CIVIL SERVICE RULES AND REGULATIONS –**
 7 **QUALIFICATIONS AND REQUIREMENTS FOR EQUIPMENT**
 8 **OPERATOR.**

8 As provided by Civil Service Rules and Regulations, Article III, Section 115 (3) -
 9 Exception to Rules May be Authorized, staff is recommending the Civil Service
 10 Commission consider an exception to Article II, Section 7 of the Civil Service Rules
 11 and Regulations - Qualifications and Requirements, for the upcoming examination for
 12 the Equipment Operator classification. Specifically, staff is recommending that the
 13 Commission approve the selection process for Equipment Operator as an open-
 14 competitive examination but limit the candidate pool to current City employees.

15
 16 **Background Information:**

17 The classification of Equipment Operator is used Citywide, with 32 incumbents in five
 18 City departments. Currently, there are a total of 8 vacancies in the City in four
 19 departments – Harbor (1) Airport (3), Public Works (2) and Parks, Recreation and
 20 Marine (2). One of the vacancies is filled by a provisional appointment.

21
 22 Historically, the examination for this classification has been conducted as an open-
 23 competitive process. Equipment Operator is a classification that generates a
 24 substantial amount of interest from internal City employees as well as from applicants
 25 outside the City. A review of the examination history since 1994 documents large
 candidate pools averaging 114 applicants with an average of 11 candidates selected

1 from each eligible list. Although this is considered an entry-level classification, for
2 many current City employees, both classified and non-career, this may represent an
3 opportunity for career advancement.

4
5 **Policy Requirements:**

6 As per Civil Service Commission Policy 1.80, the following information is provided:
7

8 Purpose of the request:

9 To provide City departments with an eligible list of qualified City employees to fill
10 vacancies in the Equipment Operator classification and assist departments in meeting
11 the City Manager's restrictions to select City employees to fill impacted vacancies.
12

13 Applicable Section of the Rules and Regulations:

14 Civil Service Rules and Regulations, Article II, Section 7 - Qualifications and
15 Requirements, that specifies the Commission establish qualifications and minimum
16 requirements needed to compete in examinations for classified employment.
17

18 How the best interests of the City will be served by the exception to the Rule:

19 Staff is proposing that the examination be conducted as an open-competitive
20 examination with the applicant pool restricted to current City employees. One of the
21 minimum requirements to file would be current employment with the City of Long
22 Beach. Applicants would also need to meet experience, willingness and licensing
23 requirements. Staff believes this option is in the best interests of the City as the
24 exception to the Rules and Regulations will:

- 25
- maintain an examination process based on merit principles.
 - generate an eligible list of qualified City employees.

- provide career opportunities to City employees.
- limit the expenditure of City resources necessary to conduct an examination for large numbers of outside candidates.
- avoid generating unrealistic expectations of employment opportunities to outside candidates.
- eliminate requests for exceptions to Section 115 to bypass candidates on the eligible list in order to reach internal candidates.

Why the City's best interests are not being served by the current Civil Service Rules and Regulations:

Current Civil Service Rules and Regulations require an examination to be conducted either: 1) as an open-competitive examination, potentially bringing large numbers of outside candidates into the process, or 2) as a promotional examination that would limit the applicant pool to permanent City employees in specified classifications.

Staff does not recommend that this be conducted as a "true" promotional examination with requirements of seniority, ranking of the eligible list, and restrictions to classified employees but as an open-competitive examination limited to current City employees.

Promotional examinations typically are most effective when there is a clear relationship between the skills acquired in lower level classifications and those needed in the higher-level classification. Good examples are Police Officers promoting to Police Sergeants who may subsequently promote to Police Lieutenants or Gas Construction Workers promoting to Gas Maintenance Supervisor. In regards to Equipment Operator, there are a wide variety of assignments for employees in maintenance, unskilled, semi-skilled and skilled positions that may or may not offer the incumbents opportunities to acquire skill in equipment operation. Additionally, there

1 are a significant number of employees in non-career positions that may have the
2 necessary skills to successfully compete for permanent positions as Equipment
3 Operators. As the examination has been conducted as an open-competitive
4 examination in the past, non-career employees would have had opportunities to
5 compete for permanent employment as an Equipment Operator.

6
7 **Summary:**

8 In conclusion, the Departments of Parks, Recreation and Marine, Airport, Harbor,
9 Public Works and Water all support staff's recommendation to conduct the Equipment
10 Operator examination as an open-competitive process limiting the applicant pool to
11 current City employees.

1 **DATE:** June 17, 2009

2 **TO:** Civil Service Commission

3 **FROM:** CM Caprice McDonald, Personnel Analyst

4 **SUBJECT: ESTABLISHMENT OF ELIGIBLE LIST – BATTALION CHIEF –**
5 **PROMOTIONAL EXAMINATION**

6 The Commission's approval is requested to establish the effective date of the Battalion
7 Chief promotional eligible list as October 1, 2009, or the date of the first requisition –
8 whichever occurs first; in accordance with Article IV, Section 25 and 26 of the Civil
9 Service Rules and Regulations.

10
11 **Facts for Consideration:**

12 As background, on March 18, 2009, the Civil Service Commission approved the
13 examination results for the Battalion Chief promotional examination. There were nine
14 candidates in the examination process of, which seven qualified. This examination
15 requires an extensive time commitment from both the Fire Department and Civil Service
16 Department, as it is a critical position that warrants having an eligible list in place for the
17 Fire Department to make appointments as necessary. The exam was conducted early
18 this year in anticipation of two potential vacancies that did not occur. However, it is now
19 anticipated that two vacancies will occur near the end of this fiscal year.

20
21 Today's request falls under Article IV, Section 25, Civil Service Rules and Regulations,
22 which states "the Executive Director, shall direct the establishment of eligible lists for
23 classifications in the classified Civil Service"; and Section 26, which states "eligible lists
24 derived from open-competitive examinations shall generally expire one year from their
25 established effective dates. Promotional eligible lists shall expire after two years."

1 Both the Fire Chief and Long Beach Firefighter's Union are in agreement with this
2 request that will allow for sufficient use of the promotional eligible list. Staff recommends
3 approval of this request.

4
5 The Fire Department and Long Beach Firefighter's Union have been notified that this
6 request is on today's agenda.

7
8 *CM SR061709 BATTALION CHIEF ELIGIBLE LIST*

EQUIPMENT OPERATOR

Job Number 112

SALARY RANGE:

Grades I - III: \$1,180.48 to \$1,914.80 Biweekly
\$2,566.00 to \$4,163.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m.,
June 19 through July 6, 2009.**

**Completed applications and supplemental
applications must be received in the Civil Service
Department by 4:30 p.m., July 6, 2009. Postmarks
will not be accepted.**

REQUIREMENTS TO FILE:

Open to current City of Long Beach Employees with recent experience in the safe and efficient operation of construction equipment or public utilities maintenance type equipment such as skip loaders, trucks and trailers, root cutters, hydra hammers, etc., and adjustment and minor repair of such equipment.

Willingness to work weekends, holidays, split shifts, overtime and on call, as required.

A current DMV driving record, including proof of a valid Class C motor vehicle operator's license, must be presented to the hiring department at time of selection interview.

Some positions require: a Class A or B license prior to completion of probation and the willingness and ability to respond to emergency calls within a thirty-minute timeframe.

Airport positions require passing a thorough background screening and an Airfield Driving Permit prior to passing probation.

DESIRABLE QUALIFICATIONS: Possession of a Forklift Certificate or Crane Operator certificate recognized by the National Commission for Certifying Agencies (NCCA).

EXAMPLES OF DUTIES: Under supervision, operates and maintains various mechanized equipment used in construction and maintenance work; makes minor repairs and adjustments in the field; loads and unloads heavy objects; keeps records and reports operating conditions; observes safety regulations; performs incidental construction work and manual labor as necessary; may supervise others in conjunction with duties; and performs other related duties as required.

SELECTION PROCEDURE: Screening of candidates will be conducted on the basis of applications and supplemental applications submitted. Only applicants showing the strongest backgrounds in a comparative analysis will be invited to the Performance Examination weighted 100%. Performance examination will be conducted on applicant's choice of any 2 of the 3 categories of equipment listed below:

- Skip loader, front loader, or articulating loader.
- Small street sweeper.
- Pick-up truck with trailer or medium dump truck with trailer (Class B license required at time of testing).

A minimum rating of 70 must be attained in each part of the examination to be placed on the eligible list. Certification by score bands will be considered based on an analysis of test results.

The performance exam will be scheduled shortly after close of filing. If you have not received notification by July 20, 2009, contact the Civil Service Department at (562) 570-6202.

This information is available in an alternative format by request at (562) 570-6202.

J.O.B. J18AN-09 SA Equip Operator JOB 2009

6/17/09

SENIOR PROGRAM MANAGER - WATER

Job Number: 114

SALARY RANGE:

\$3,413.20 to \$4,647.68 Biweekly

\$7,421.00 to \$10,105.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m.,
June 19, 2009 through July 6, 2009.**

**Completed applications and supplemental
applications must be received in the Civil Service
Department by 4:30 p.m., July 6, 2009. Postmarks
will not be accepted.**

REQUIREMENTS TO FILE: Registration as a professional Civil Engineer in the State of California (proof required)*

Ten or more years (full-time equivalent) of increasingly responsible experience in project engineering, including two years of supervisory experience handling multiple team projects. This qualifying experience must have been gained after graduation from an accredited four-year college or university with a degree in Civil Engineering or closely related engineering field (proof indicating date of graduation required)* or after passing the E.I.T. examination in the field of Civil Engineering (proof showing date awarded required)*.

Proficiency with personal computers including word processing, spreadsheet applications, computer-aided drafting, hydraulic modeling, and scheduling programs

Proof of a valid motor vehicle operator's license, including a current DMV driving record, must be presented to the hiring department at the time of the selection interview.

Overtime, occasional night meetings and fieldwork may be required.

***Applications will not be processed until all required proofs are received. Required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by July 13, 2009.**

DESIRABLE QUALIFICATIONS: Certification by Program Management Institute (PMI).

EXAMPLES OF DUTIES: Under general supervision, develops implementation strategies for projects involving a high degree of technical, functional, and organizational complexity; supervises the administration, planning, design, review, quality assurance/control, and construction activities for Water Department capital improvement projects; prepares Requests For Proposal for hiring outside consultants and administers and participates in the consultant selection process; supervises preparation of project scopes, budgets, schedules, preliminary study development, cost estimates, and contract documents; administers consultant contracts; provides input for corrective measures for projects; coordinates and supervises in-house and consultant design work; monitors the progress of projects for schedule/budget; reviews contract drawings for quality and economic soundness; reviews, validates, and recommends corrective measures for consultant invoices, contractor payments, contract amendments and change orders; and performs other related duties as required.

SELECTION PROCEDURE: This examination will be conducted using the continuous non-competitive procedure. All applicants meeting the requirements to file will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications are filed. Screening of candidates will be conducted on the basis of applications and supplemental applications submitted. Resumes will be accepted, but may not be substituted in lieu of the required application form. As vacancies occur, names of qualified applications will be submitted to the requesting department for consideration.

**If you have not received notification regarding
your application by July 27, 2009, contact the
Civil Service Department at (562) 570-6202.**

This information is available in an alternative format by request to (562) 570-6202.

J.O.B 114-09 MC5NN-09

DD (SENIOR PROGRAM MANAGER - WATER JOB)

6/17/09